



**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF GEORGIA**

**Position Vacancy
2014/01**

Position:	Clerk of Court
Duty Station:	Macon, Georgia
Position Term:	Full-Time
Salary Range:	JSP 16-17 -\$134,722 to \$167,000
Area of Consideration:	Nationwide
Application Opening Date:	January 27, 2014
Application Closing Date:	March 1, 2014, or until filled
Employment Start Date:	April 1, 2014

Position Overview

The Clerk of Court is appointed by the Judges of the Court under the provisions of 28 U.S.C. § 156. This is an executive level management position that functions under the direction of the Chief Judge of the United States Bankruptcy Court. The Clerk of Court is responsible for managing the administrative activities of the Clerk's office and overseeing the performance of the statutory duties of the office. Included among the responsibilities are policy implementation and monitoring, long-range planning, budgeting, financial management, automation, human resource management, property procurement and management, and public relations. The Clerk of Court's official duty station is located in Macon, Georgia. The court also has a divisional office in Columbus, Georgia. The Bankruptcy Court has 3 judges and 39 employees. Duties also include establishing and continually maintaining relationships with other federal courts, the Administrative Office of the United States Courts, various bar associations, the public, and government agencies having business with the court.

Qualifications

- Applicants must have ten or more years of progressively responsible administrative experience in public service, law, or business which provides a thorough understanding of the organizational, procedural, and human relations aspects of managing an organization. At least three of the ten years' experience must have been in a position of substantial management responsibility. Undergraduate, graduate, or legal education may be considered by the court as a substitute for some of the required general experience.
- Court management experience is highly preferred.
- A degree from an accredited law school is highly preferred.
- Applicants must be a U.S. Citizen.
- Applicants should possess excellent leadership, organizational, and analytical skills, in addition to the following:
 1. A performance history that clearly reflects skills and demonstrable experience in managing a large detailed annual budget.
 2. Outstanding writing, speaking, personal, and team building skills.
 3. Ability to manage the court's information technology, which includes, among others, Case Management/Electronic Case Files, Lotus Notes, Word Processing Applications, and a Financial Management System.

Education

- **Preferred Education:** A degree in business, public or judicial administration, or a related field from an accredited college or university.
- **Education/Experience Equivalents:** A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required experience; preferably such a degree should have included courses in law, government, public, business or judicial administration or related fields. A post-graduate degree in a related field is preferred and may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for up to two years of professional experience. Educational transcripts must be submitted for verification prior to the start of employment.

Information for Applicants

The United States Bankruptcy Court is part of the judicial branch of the United States government. Court employees serve at will and are not included in the government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees including paid vacation, sick leave, choice of health benefit plans, and participation in the

Federal Employees Retirement System. This position is subject to mandatory electronic fund transfer participation for payment of net pay. The best qualified applicants will be invited for interviews. Applicants selected for interviews will be responsible to pay for expenses, including travel, associated with the interview.

Benefits

The Court offers a benefits package which includes:

- 10 paid holidays
- Paid sick and annual leave
- Medical insurance options (requires employee contribution)
- Life insurance options (requires employee contribution)
- Retirement benefits
- Thrift Saving Plans (tax deferred or Roth retirement savings)
- Long term care plan options
- Long term disability plan options
- Flexible spending account options

Application Procedure

Qualified applicants must submit an original and three copies of the following: (1) a cover letter; (2) a resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history; (3) an Application for Judicial Branch Federal Employment (Form AO78); and (4) a list of at least three professional references, with current contact information. Applications should be received at the below address.

The Application for Judicial Branch Federal Employment (Form AO78) is available at <http://www.uscourts.gov/forms/AO078.pdf>

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation.

Please submit application materials in an envelope **MARKED CONFIDENTIAL to:**

Ms. Katherine Pope
Human Resources Service Specialist
United States Bankruptcy Court
P. O. Box 1957
Macon, Georgia 31201

The United States Bankruptcy Court is an equal opportunity employer.